

PUBLIC SPEAKERS

None.

MINUTES OF NOVEMBER 21, 2016

Roll Call of Members

The monthly meeting of the Board of Directors of The Mattabassett District was held Monday, November 21, 2016, in the Administration Building. Chairman John Dunham called the meeting to order at 7:00 p.m. A roll call was taken and a quorum was present. Present from the Town of Cromwell were Directors Doug Sienna and Tom Tokarz. Present from the Town of Berlin were Directors Robert Argazzi, John Dunham and James Fallon. Present from the City of Middletown were Directors Dale Aldieri, David Bauer, Joseph Samolis and Tom Serra. Present from the City of New Britain were Directors Paul Catanzaro, Peter Centurelli, Mary Marrocco and Timothy Stewart. Also present were Edward T. Lynch Jr. – District Counsel, Arthur Simonian - Executive Director, Michelle Ryan – District Engineer, Brian Warman – Operations Manager, and Bill Adkins – Maintenance Manager. Cromwell Director Bonnie Anderson and New Britain Director Tonilynn Collins were absent.

Approval of October 17, 2016 Minutes

MOTION: Mr. Serra moved to approve the minutes of October 17, 2016.

Mr. Bauer seconded the motion.

Discussion

RESOLVED: The motion was approved with Mr. Sienna abstaining.

Treasurer's Report

MOTION: Mr. Sienna moved to accept the Treasurer's Report as presented.

Mr. Bauer seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

Budget Statement

MOTION: Mr. Sienna moved to accept the Budget Statement as presented.

Mr. Bauer seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

Check Register – October, 2016

No motion required.

Staff Reports

MOTION: Mr. Serra moved to accept the Staff Reports as presented.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

Executive Director's Staff Actions:

- 1) The Executive Director will provide an updated organizational chart at the next Board Meeting.
- 2) The Executive Director will provide a copy of the letter to the EPA at the next District Project Construction Committee.

Engineering Committee

No Report

Finance Committee

MOTION: Mr. Sienna moved to approve reimbursement to the City of Middletown for 58 loads at \$80 per load for a total of \$4640 for the sludge diversion transportation costs during annual preventive maintenance shutdown from August 15, 2016 to August 26, 2016.

Mrs. Marrocco seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Serra moved to accept the Finance Committee Report as presented.

Mr. Bauer seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously

Human Resources Committee

MOTION: Mr. Tokarz moved to approve the revisions to the job description for Senior Instrumentation Technician and Instrumentation Technician and a new job description for a part time non-bargaining unit Laboratory Technician Assistant all beginning in FY18.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Sienna moved to accept the Human Resources Committee Report as presented.

Mr. Centurelli seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously

Property Management

MOTION: Mr. Centurelli moved to approve retaining USI Insurance brokerage services for period of January 1, 2017 to December 31, 2017.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Centurelli moved to accept the Property Management Committee Report as presented.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously

Public Relations Committee

No Report

District Project Construction Committee

MOTION: Mr. Serra moved to approve Wright-Pierce's Construction Inspection Payment Requisition for September, 2016 in the amount of **\$12,343.22** and authorizes the Executive Director to pay the invoice.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Serra moved to approve Wright-Pierce's Additional Services Proposal for providing and Consulting & Design Support related to the GAC Fire not to exceed the amount of **\$46,500.**

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Serra moved to approve the lowest qualified bidder, Link Mechanical Services, Inc. of New Britain, pending staff approval for the Lab HVAC project which would be Link Mechanical Services, Inc.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Serra moved to accept the District Project Construction Committee Report as presented.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously

Counsel's Report

No Report

New Business

MOTION: Mr. Serra moved to approve the 2017 Board of Directors' meeting dates.

Mr. Sienna seconded the motion.

RESOLVED: The motion was approved unanimously.

Communications

- a. New Board Members - Berlin
- b. MDC Contract and Assessment
- c. Holiday Dinner – December 19, 2016
- d. Plant Tours for new Board Members

Adjournment

MOTION: Mr. Sienna moved to adjourn.

Mr. Centurelli seconded the motion.

RESOLVED: The motion was approved unanimously.

The meeting adjourned at 8:12 p.m.

The next meeting of the Board of Directors will be held on **Monday, December 19, 2016 at 5:30 p.m.** in the Administration Building, Cromwell, Connecticut.